



State of Michigan
Department of Information Technology
POLICY AND PROCEDURE MANUAL

TYPE
Policy/Procedure

NUMBER
300.01

PAGE
1 of 2

SUBJECT
Travel Reimbursement

EFFECTIVE DATE
1/22/04

Policy

The Department of Information Technology (DIT) recognizes the establishment of providing a fair and equitable means for reimbursing individuals for necessary state business travel expenses.

General Information

DIT employees are expected to pay their own individual travel expenses and submit a Travel Expense Voucher for reimbursement. Items on the travel expense voucher should appear in chronological order, and all expenses should be shown separately. The current Travel Expense Voucher (DIT-0023) is located at: http://www.michigan.gov/documents/DIT-0023_55815_7.dot.

Procedures

Responsibility	Action
Employee	1. Submits a Travel Expense Voucher form (DIT-0023) to immediate supervisor.
Supervisor	2. Approves or disapproves voucher. 3. Sends approved voucher to employee/designated person
Employee/Designated Person	4. Enters pertinent information from voucher in MAIN. 5. Attaches a copy of the finished MAIN 1900 screen to the front of the completed original voucher. 6. Attaches all original receipts to the back of the voucher. 7. Sends completed package to: DIT Accounts Payable, Garden Level, Mason Bldg.
DIT Accounts Payable	8. Receives completed voucher. Voucher will then be released for a check and issued by Treasury to employee.



State of Michigan
Department of Information Technology
POLICY AND PROCEDURE MANUAL

TYPE
Policy/Procedure

NUMBER
300.01

PAGE
2 of 2

SUBJECT
Travel Reimbursement

EFFECTIVE DATE
1/22/04

Reference

Standard Travel Regulations located at [http://www.michigan.gov/DMB_Standardized Travel Regulations 23541 7.pdf](http://www.michigan.gov/DMB_Standardized_Travel_Regulations_23541_7.pdf)

Contact/Update Responsibility

Questions regarding authorization, regulations, and rates contact DMB, Office of Financial Services.